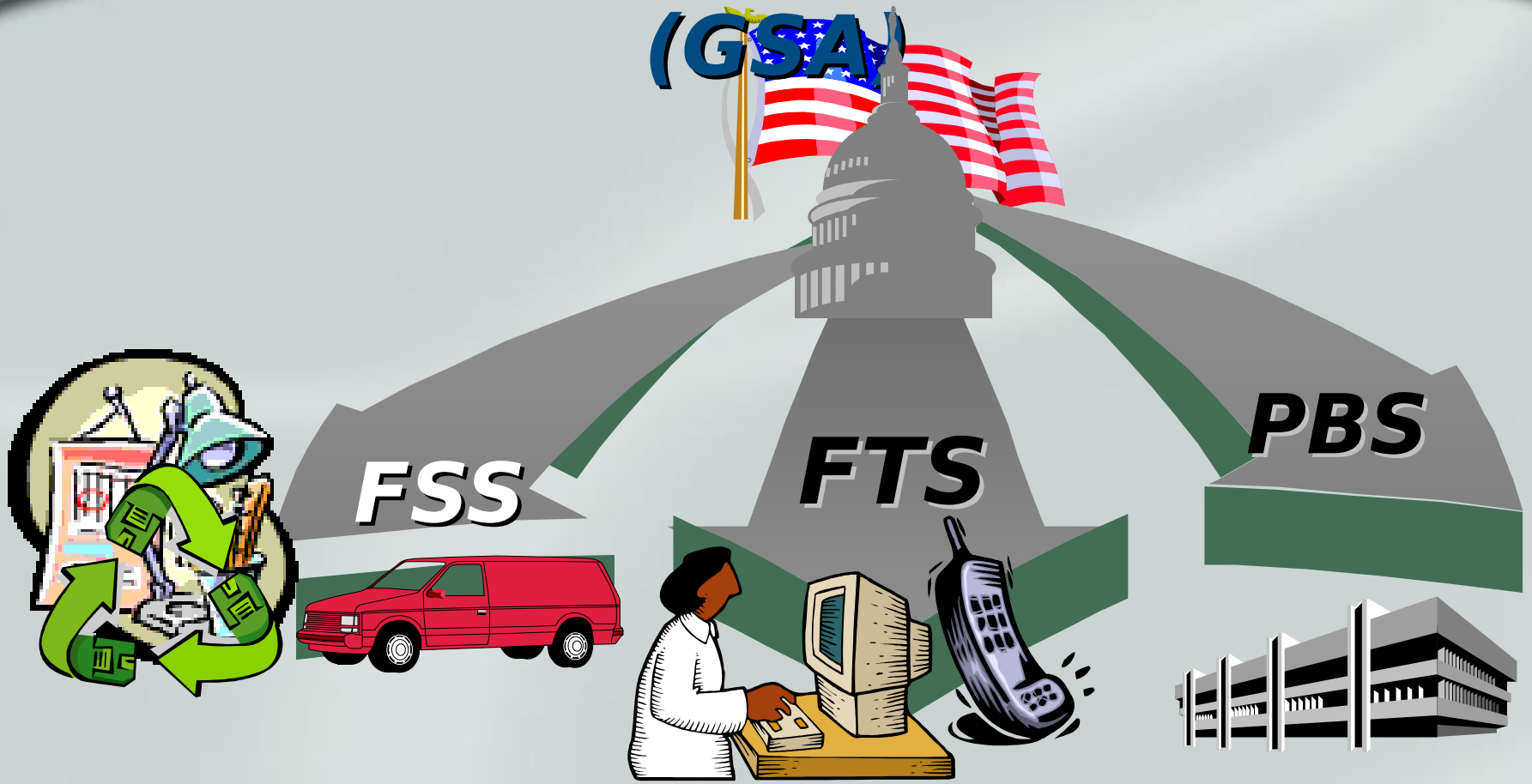
GSA

# U.S. General Services Administration (GSA)



# Ordering Procedures

- **TSI/Office Depot – your Base Supply store**

**GSA... Order directly through Call Center 1-800-525-8027**

- **www.GSAadvantage.gov**

**Has already developed contracts which**

- **Establish pricing, delivery terms, & other contractual terms**

GSA Advantage!®
...Working for the U.S. Government

# www.gsaadvantage.gov

"Best Kept Secret in the Government "

# GSA Advantage!

...Working for the U.S. Government

**Login:**

User ID

Password

Go!

Click Here if you need help logging in.

Get your User ID and password - Register Here.

*It's t... ...ge!.*

The new log in process lets you customize your information. Click here to assign a User ID and Password.

GSA EXPO 2002, The San Diego Convention Center. May 21-23
Please visit expo.gsa.gov
for more information.

2002 GSA EXPO

## 5 ways to shop Advantage! now

**1. Search/Browse**

Advanced Search Go!

**2. Quick Order**

Enter NSN Enter Quantity Go!

**3. Re-Order from a Previous Order** Go!

**4. FEDSTRIP/MILSTRIP** Go!

**5. Order from your Parked Carts** Go!

View a Tutorial of the "new" GSA Advantage!

Requisition Status

**Shop Advantage! for:**

* *Advantage!* will custom tailor information based on your interests, purchases and visits.
* *Advantage!* will remember your parked carts and cart numbers, so you won't have to.
* You can Add/Modify/Delete multiple payment methods (credit card and AAC).
* *Advantage!* will deliver you personalized news feed from various sources.

LOANS FOR MILITARY
Pentagon Federal Credit Union
RYAN & BROWN attorneys at law
ARMED FORCES insurance
AT&T

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# Northern Afghan leader pledges to release up to 800 detainees, including hundreds of Pakistanis, from horrific prison

**Associated Press Writer**

SHIBERGAN, Afghanistan — The main power broker in northern Afghanistan pledged Friday to release hundreds of prisoners, including Pakistanis, in what would be the largest clemency yet from the overcrowded, disease-ridden Shibergan prison.

Gen. Abdul Rashid Dostum said Afghan authorities were looking at the younger, the older, the sick and "those who can prove they were not involved" in crimes, with releases possible in the next few days.

"We are willing to make serious arrangements in this regard," Dostum told The Associated Press in an interview at his home, located across the road from the prison. "We need a guarantee that they will not rejoin terrorist groups linked to (Taliban leader) Mullah Omar or al-Qaida, and that they will not present a threat."

Afghanistan's interim regime on Thursday freed the first of hundreds of Pakistani prisoners locked away for months in cramped, squalid cells in the capital Kabul because they came to help the deposed Taliban regime fight a "holy war" against the United States.

The first 30 — elderly men with long white beards and younger wounded — flew home aboard a Pakistani military plane. They were being detained in Pakistan while authorities verify their identities and check for criminal

AUSA
We speak for the Soldier and their Families on Capitol Hill. Add your voice to ours.
Join AUSA today.

Complete, updated information on programs and services for Veterans!

ORDER HERE!

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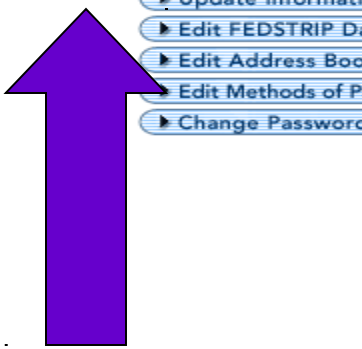
...Working for the U.S. Government

GSA General Services Administration

# Update Your User Profile

Friday May 3, 2002

Your Profiles
- Update Information
- Edit FEDSTRIP Data
- Edit Address Book
- Edit Methods of Payment
- Change Password



Click here to Migrate your old Advantage addresses or Order history.

User ID: PLAPOINTE

* Agency:
General Services Administration

* Bureau Code (if your bureau is not listed, please select the first bureau shown):
Regional Federal Supply Service

* First Name: Dream

* Last Name: Team

* Phone: 800 123 4567

Fax: 800 123 5678

* Zip Code: 12345

* E-mail Address: dream.team@gsa.gov

Enter a personal answer as a way for us to validate your identity should you forget your User ID or Password.

Secret Question: What is your mother's maiden name?
* The Answer(is case sensitive & be sure to enter something you'll remember):
Dog's name

Would you like to receive e-mail status updates for your orders?
(•) Yes ( ) No

Content:
Consolidated - Send me one daily message combining all orders

Format:
HTML Attachement(works well with Lotus 4.x)

Receive e-mail for news alerts and other stuff?
(•) Yes ( ) No

Update

GSA Advantage!
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GSA General Services Administration

## Customer Assistance

Thursday May 2, 2002

**Advantage! Connections: Customer Service**
**Here's where you can find the best way to resolve any questions or issues with Advantage! or your Advantage! orders. You can:**

- Check the Frequently Asked Questions section under Advantage Help! to see if we've addressed your question.
- Call Customer Service toll free at 1-877-472-3777 to speak to a representative about the operation of GSA Advantage!
- Send comments and/or inquiries via e-mail to GSA.Advantage@gsa.gov.

To have a GSA Advantage! Customer Service Representative contact you, click here for a Customer Service Callback.

If you experience any problems or discrepancies with an order already placed through GSA Advantage!, please complete a Discrepancy Report and we will make every effort to solve the problem quickly.

You can also file a discrepancy report directly from the order you're having a problem with. Just find the order and the item in Order History, and click on the Item Detail.

If you would like to leave us a comment, you can use our comment form. If you currently have an Activity Address Code (AAC or DoDAAC) and wish to order from GSA Advantage!, complete the aac password form.

**Products & Services**

For specific questions about a product or service, select one of the following commodity areas for the GSA Advantage! point of contact:

GSA Advantage!

...Working for the U.S. Government

GSA General Services Administration

# Help FAQs

Thursday May 2, 2002

## Understanding and Getting the Most Out of Advantage!

FAQ's

Ordering Requirements on GSA Advantage!
Viewing Tips
Cancellation Requests
Helpful Links
Legal Information

Frequently Asked Questions
Advanced Search Tips
Words, Acronyms, and Symbols used in Advantage!

### Ordering Requirements on GSA Advantage!

GSA Advantage! is a valuable shopping resource that anyone can use to find and research products, services and vendors.

However, to make purchases on the system, you must be a Federal Government employee buying on behalf of your agency. You must also register with a valid method of payment. GSA Advantage! accepts the following:

**Government Purchase Card (SmartPay)**

The SmartPay card was developed as a way for Federal Agencies to pay for commercial goods and services.

Based on traditional credit card models, Government Purchase Card helps you:

- Streamline your Agency's internal payment process
- Eliminate the issuance of purchase orders and the receipt of invoices
- Reduce administrative costs and improve cash management by eliminating the need for interest funds, third-party drafts and cash on hand
- Identify account/projects and accurately bill expenses using electronic accounting codes assigned to each cardholder
- Consolidate purchases from many suppliers to a single invoice.

GSA Advantage!

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Wednesday September 12, 2001

**Your search on 'writing pad' produced 67 results**

Search: LEGAL

Search Within Results | New Search | Go!

Advanced Search | Search Tips | Refine Search Options

Items 1-25 of 67 Next 25 items ▶ | Volume discount | Sort By: Most Relevant | Go!

| NSN/Mfr. Part No | Product | Price / Delivery | Qty | |
|---|---|---|---|---|
| 7530-01-356-6726 | **Writing Pad**<br>Pad is legal-ruled on one side and stitched at top with a 3/4" perforation for easy tear-out. A pad contains 50 sheets. [ More product details ]<br>Manufacturer: N/A<br>Contractor: GSA<br>[GSA] | **$4.90** DZ<br>2-7 Days<br>Additional Sources | | Add to Cart |
| 7530-00-985-2145 | **Writing Pad**<br>Pad is legal-ruled on one side and stitched at top with a 3/4" perforation for easy tear-out. A pad contains 50 sheets. [ More product details ]<br>Manufacturer: N/A<br>Contractor: GSA<br>[GSA] | **$9.05** DZ<br>2-7 Days Ship | | Add to Cart |

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GSA General Services Administration

**Wednesday September 12, 2001**

**Your search on 'writing pad + legal' produced 5 results**

Search: Search Within Results New Search Go!

Advanced Search Search Tips Refine Search Options

**Items** 1-5 **of 5** Volume discount **Sort By:** Most Relevant Go!

| NSN/Mfr. Part No | Product | Price / Delivery | Qty |
|---|---|---|---|
| 7530-01-356-6726 | **Writing Pad**<br>Pad is legal-ruled on one side and stitched at top with a 3/4" perforation for easy tear-out. A pad contains 50 sheets. [ More product details ]<br>Manufacturer: N/A<br>Contractor: GSA<br>[GSA] | **$4.90** DZ<br>2-7 Days<br>Additional Sources | Add to Cart |

| | | | |
|---|---|---|---|
| 7530-00-985-2145 | **Writing Pad** | **$9.05** DZ | Add to Cart |

* GSA * Advanta

Log off | Your

GSA Advan

...W

Refine Your Sea

Friday May 3, 2002

Advanced Search

## Search tips

Tuesday May 8, 2001


Search Using: Options
Search Terms
Results and Refinement
Wildcards

### Search Using: Options

* **All Words:** If you want to find an item whose description contains all words you enter, in any order. Simply enter the words with a space between them. Items that contain the actual phrase will appear first, then those that contain all the words in any location or order. **Example:** a SEARCH for blue copier paper **Using: All Words** will find all items whose descriptions contain all the words, "blue", "copier", and "paper".

* **Any Words:** If you want to find an item whose description contains one or more words. The **Using: Any Words** option implies an OR between the words. Items that contain all the words you supply will appear first, then those that contain multiple words, and lastly those that contain only one of the words. **Example:** a SEARCH for blue copier paper will find all paper, all copiers, and everything described as blue. Items matching the greatest number of the words entered, such as copier paper that is blue will be listed at the top of your results.

* **Exact Phrase:** If you want to find an item whose description contains a series of words in a specific order. With the **Using: Exact Phrase** option, or the use of quotation marks around the word, products in which the phrase appears most frequently will appear first. **Example:** a SEARCH for blue copier paper **Using: Exact Phrase** will find only the items whose descriptions contain the exact phrase, "blue copier paper."

(Back to top)

### Search Terms:

Search for: Search Tips

Writing pads

Using: All Words

- All Words
- Any Word
- Exact Phrase

Look in: All Fields

- All Fields
- NSN/Mfr. Part Num
- Product Name
- Manufacturer
- Contract Number
- Contractor

Sort by: Most Relevant

- Most Relevant
- NSN/Mfr. Part Number
- Product Name
- Manufacturer
- Contractor
- Contract Number
- Price

VA Items

Small Business Items

GSA Advantage!

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GSA General Services Administration

# Refine Your Search Here

Thursday May 2, 2002

Advanced Search

Search Tips

Search for [ ] using [All words] in [Anywhere] [+]

**Limit display to (check all that apply):**

- [ ] UNICOR Mandatory Items
- [ ] NIB/NISH Mandatory Items
- [ ] GSA Items
- [ ] VA Items
- [ ] Small Business Items
- [ ] Environmental Items
- [ ] Recycled Items
- [ ] Energy Efficient Items
- [ ] Energy Star Items
- [ ] 508 Information Available

Show: [25 items per page]

Sort results by: [Most Relevant]

Show categories: [None]

Go!

7510-00-728-8060

## Writing Portfolio

$2.19 EA
2-7 Days Ship
Additional Sources

Add to Cart

Holds a legal-size pad, 8-1/2 x 14" (not included). Side-opening notebook has space for a writing pad on one side; the other side has a pocket for loose papers..... [ More product details ]

Manufacturer: NIB

Contractor: GSA

[GSA]

JWOD CPG

---

**Items 1-5 of 5**

Go to Item [ ] Go!

**Refine Search**

[ ]

- Search Within Results
- New Search

Go!

Advanced Search

Search Tips

**Limit display to:**

- UNICOR Mandatory Items
- NIB/NISH Mandatory Items
- GSA Items
- VA Items
- Small Business Items
- Environmental Items
- Recycled Items
- Energy Efficient Items
- Energy Star Items
- 508 Information Available

**Sort By:** Most Relevant

**Can't find what you're looking for? Click here:**

Customer Service Callback

Advantage! Callback

Thursday June 14, 2001

If you want one of our customer service representatives to contact you, enter the following information and submit.

Name: Patti Lanzetti

Phone No.: 208 321-8652

Please include area code. Note – this phone number must be available to receive the call.

Looking For: **Writing pad**

Please input any information regarding your call:

**8x 10 lined writing pad**

Please specify a time to be called back – this must be spe
Coast Time (ET).
Call back hours of operation are 8:00 AM – 8:00 PM ET. Th
Fri, 06/14/01 11:13:51 AM ET.

Day: Thu, 6/14

Timeframe: Immediately

Submit Clear

Callback

If you're browsing and you don't find what you're looking for you can call for help...

Items 1-25 of 553 Ne

NSN/Mfr. Part No

7510-00-161-4292

Wire clip in the basic g

30915

Bright, gold tone pape

size. [ More product details ]

72500

These high-quality American-ma

smooth finish does not scratch o

Go!

Add to Cart

# Business Size & Minority Indicators

The following letters, which may appear after the contractor's name, indicate the business size and minority business status of the contractor:

- **s** - Small business.
- **o** - Other than small business.
- **b** - Other than minority business enterprise.
- **w** - Woman owned business.
- **d** - Disadvantaged business.
- **v** - Veteran Owned small business.
- **dv** - Service disabled veteran owned small business.
- **8a** - 8(a) contract award.

*GSA Advantage!* is an ordering system for use by Government Agencies only!

Computers Program.

EE – Item is energy efficient as defined by EO 1

**PRIME program item** – Item is included in the al in Marine Environment Program. Items in the PRIME program require biodegradable pa

NESHAP compliant – The "as applied" formul ng has been certified to meet applicable volatile organic compound and hazardous air on limits as established by National Emissions Standards for Hazardous Air Pollutant (NESH , 40th Code of Federal Regulation, Part 63.

GreenSeal Seal of Approval – This produc certified to meet or exceed voluntary standards for environmental preferability as established Seal.

Comprehensive Procurement Guidelin pliant – This product has been certified to meet or exceed the U.S. Environmental Protection Agenc ecovered Material Advisory Notice (RMAN) standard for recovered materials as specifed in the Resource Conservation and Recovery Act Section 6002 Comprehensive Procurement Guideline.

California South Coast Air Quality Management District compliant – This product has been certified to meet or exceed applicable air emissions standards established by the California South Coast Air Quality Management District.

Bio-based – This product has been certified to meet or exceed bio-based material standards as established by the USDA Biobased Products Coordination Council.

U.S. EPA Significant New Alternatives Program approved – This product meets the U.S. EPA Significant New Alternatives Program criteria requirement as a suitable substitute for ozone depleting substances.

U.S. EPA Environmental Technology Verification – This product has been evaluated under the U.S. Environmental Protection Agency Environmental Technology Verification Program and found to an innovative technical solution, beneficial to human health or the environment.

Conforms to National Energy Appliance – Item conforms to National Energy Appliance Conservation Act of 1987

**Non-toxic item** – Item is non-toxic.

**Ergonomic item** – Ergonomic item.

**Electronic Information Technology item containing Section 508 features** – Check the vendor's website or contact them directly for 508 information applicable to this item. For more information on standards and applicable regulations, go to the Section 508 website..

*GSA Advantage!* is an ordering system for use by Government Agencies only!

EE - Item is energy efficient as defined by EO 13123

Manage My Parked Carts
Tuesday June 19, 2001
Use the tables below to browse an
else's cart by entering the cart nu
one
Cart Number
Cart Name
1050
First Order
Retrieve
no
2578
June 19
Retrieve
no
To open a cart that someone sent to
u put the cart number and password in the form below and
View Cart
Cart Number:
Password:
Click here to preview your cart on the right side of the screen
Click here to retrieve cart
To open a cart that's been sent to you, enter cart number and password
o forward your
art, click here
Cart name:
First Order
NSN/Mfr Part
Name
7510-01-350-1810
Correction Film Refill
7530-01-372-3108
Writing Pad
7510-00-282-8201
Binder Clip
Change/Add Password
New password:
Reenter new password:
Remove Password
Update Cart
Add to Cart
Forward Cart
Delete Cart

GSA Advantage!

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# Your Current Shopping Cart

Tuesday, April 30, 2002

Your Cart

New search

Go!

Advanced Search

**WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 15 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.**

| Notes | NSN/Mfr. Part No. | Unit Price | Qty | Total Price | Item Details | FEDSTRIP | Get Quote (e-Buy) | Remove |
|---|---|---|---|---|---|---|---|---|
| | 7510-01-317-2459<br>Pushpin | $0.71 BX | 5 | $3.55 | In Stock<br>Change Price/Address | | ☐ | ☐ |
| | 7510-01-207-3978<br>Pushpin | $1.25 BX | 3 | $3.75 | In Stock<br>Change Price/Address | | ☐ | ☐ |
| | 7540-01-231-6228<br>Standard Form | $4.57 HD | 10 | $45.70 | In Stock<br>Change Price/Address | | ☐ | ☐ |
| | 7530-01-450-5417<br>Pocket Appointment Book 2002 | $2.97 EA | 5 | $14.85 | In Stock<br>Change Price/Address | | ☐ | ☐ |

Cart Total: **$67.85**

Update Cart | Park Cart | Checkout

GSA Advantage!

Working for the U.S. Government

GSA General Services Administration

Tuesday April 30, 2002

Your search on 'flashlight' produced 2110 results

Search: [ ] New Search Search Within Results Go!

Advanced Search | Search Tips | Refine Search Options

Items 1-25 of 2110 Next 25 items ▶ Volume discount Sort By: Most Relevant Go!

| NSN/Mfr. Part No | Product | Price / Delivery | Qty |
|---|---|---|---|
| 6230-00-299-3035 | **Flashlight**<br>This item is included in the Navy's PLASTICS REMOVAL IN MARINE ENVIRONMENT (PRIME) PROGRAM. Explosion-proof and heat-resistant flashlight is specifically design..... [ More product details ]<br>Manufacturer: N/A<br>Contractor: GSA [GSA]<br>PRIME | **$10.03** EA<br>2-7 Days Ship<br>Additional Sources | 15 Add to Cart |
| 6230-00-270-5418 | **Flashlight**<br>This item is included in the Navy's PLASTICS REMOVAL IN MARINE ENVIRONMENT (PRIME) PROGRAM. Keep this handy for general use. Standard flashlight includes a thre..... [ More product details ]<br>Manufacturer: N/A<br>Contractor: GSA [GSA]<br>PRIME | **$6.45** EA<br>2-7 Days Ship<br>Additional Sources | Add to Cart |
| DGTVFL | **FLASHLIGHT HOLDER**<br>Flashlight Holder. Please state flashlight size [ More product details ]<br>Manufacturer: RELIANCE ARMOR SYSTEMS | **$8.00** EA<br>30 Days | Add to Cart |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Delivery Time | 1 day | 1 day | 1 day | 1 day | 1 day | 1 day | 1 day | 2-7 Days Delv (ConUS) |
| Unit Price | $5.63 | $5.88 | $7.59 | $49.51 | $49.51 | $54.63 | $62.83 | $63.69 |
| Unit | RM | RM | RM | BX | BX | EA | BX | BX 5000.000000 SH |
| Color | | | | | | | | White |
| Contractor | BOISE CASCADE OFFICE PRODUCTS o/b GS-14F-0035K | Corporate Express o/b GS-14F-0016L | MILLER'S OFFICE PRODUCTS s/b/w GS-14F-0015L | STAPLES NATIONAL ADVANTAGE o/b GS-14F-0036K | STAPLES NATIONAL ADVANTAGE o/b GS-14F-0036K | OFFICE DEPOT o/b GS-14F-0040K | National Industries for the Blind o/b GS-00F-0001K | GSA |
| Manufacturer | NIB | NIB | NIB | NIB | NIB | NIB | NIB | NIB |
| NSN | | | | | | | | |
| Sto | | | | | | | | |
| Min Ord | | | | | | | | |
| Ma Ord | | | | | | | | |
| F.O | | | | | | | | |
| Warranty | | | STANDARD WARRANTY | 90 DA | 90 DA | 90 DA | Warranty | |
| Standard Pack | | | 0 | 1 | 1 | 0 | 1 | |

Dest-CONUS No Delivery-AK,PR,HI

Dest-CONUS/Origin-AK,PR,HI

Dest-CONUS,PR No Delivery-AK,HI

Dest-CONUS,PR No Delivery-AK,HI

Dest-CONUS/Origin-AK,PR,HI

# Process Your Advantage! Order

STAPLES NATIONAL ADVANTAGE has multiple ordering address who are authorized to receive your order. Please select the ordering address nearest you. You can add this information by clicking on the P.O. number.

Some orders require that additional information be entered at the Purchase Order level. If you attempt to finalize your order and additional information is required, you will be asked to go to the Purchase Order detail page to enter the required data.

You may either review your individual orders in detail, or simply press **"Process Order"** to expedite the checkout process.

## 3. Step Three

**Purchase Orders/ Requisitions**

| PO No. | Vendor | Number of Items | Order Total | Multiple Ordering Address | FOB Origin | Cancel Order |
|---|---|---|---|---|---|---|
| FGAKE29800F | UNIQUE IMAGES | 1 | **$108.00** | NO | NO | ☐ |
| GSA | GSA | 1 | **$150.45** | NO | NO | ☐ |
| EGAKE29801E | STAPLES NATIONAL ADVANTAGE | 1 | **$108.58** | YES | | ☐ |

Grand Total: **$367.03**

0 item(s) sent to e-Buy

Back to Cart | Park Cart | Process Order

SA - GSA Federal Supply Service - Netscape

Edit View Go Communicator Help

# http://www.fss.gsa.gov

GSA

U. S. General Services Administration

Username Password Go | Register for MyGSA Search Go FAQ | Help

Home | Buying Through GSA | Selling to the Government | About GSA | Contacts

Offerings

- GSA Schedules
- GSA Customer Supply Center (CSC)
- Environmental Programs
- Surplus Personal Property Sales
- Travel and Transportation Services
- Vehicle Acquisition and Leasing Services
- Freight Management
- Make a big deal: GSA Federal Supply Service

## GSA Federal Supply Service

1941 Jefferson Davis Hwy
Arlington, VA 22202

Donna D. Bennett, Commissioner

Lester D. Gray, Jr., Deputy Commissioner

Amanda G. Fredriksen, Chief of Staff

Printer Friendly | Add to MyGSA

We are one of three central management agencies in the federal government. We are headquartered in Washington, DC, and have 11 regional offices in Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, San Francisco, Auburn (Washington), and Washington, DC.

Related Links

- GSA Advantage!
- GSA Auctions
- GSA Xcess!
- EIRO (E-Connected Intelligent Remote Operations)
- Schedules E-Library
- GSA's Marketing Partnership
- Schedule Sales Query (SSQ)
- Publications
- Vendor Support Center

Document: Done

GSA Schedules e-Library
GSA Federal Supply Service

Search Results Summary
Thursday, January 3, 2002

Search
all the words Go!

**Search Criteria:** carpet

## Schedule Title/Number matches (keywords found in schedule number or schedule title).

| Schedule | Description |
|---|---|
| 72 I A | FLOOR COVERINGS - **Carpet**, Rugs, **Carpet** Tiles And **Carpet** Cushions |

## Special Item Number (SIN) matches (keywords found in SIN description/number).

| Schedule | Description |
|---|---|
| 72 I A | FLOOR COVERINGS - **Carpet**, Rugs, **Carpet** Tiles And **Carpet** Cushions |
| | Recycled **Carpet** |
| | SIN: 31 16A — SIN Description: Recycled content broadloom **carpet** tiles (commercial grade) - Includes broadloom **carpet** and **carpet** tiles whose face fibers |

## Contractor/Manufacturer matches (keywords found in the contractor parent/company or manufacturer name or contract number).

| Schedule | Description |
|---|---|
| 51 V | HARDWARE SUPERSTORE<br>Manufacturers<br>NATIONAL **CARPET**<br>QUEEN **CARPET** |
| 539 | Solutions and More (SAM)<br>Manufacturers<br>13 Manufacturers |
| 72 I A | FLOOR COVERINGS<br>Contractors<br>ATLAS **CARPET** MILLS INC [GS-27F-5053C]<br>**CARPET** RESOURCES INC [GS-27F-0504H]<br>DIXIE GROUP INC, THE [GS-27F-5049C]<br>KRAUS **CARPET** MILLS LIMITED [GS-27F-0021A]<br>Manufacturers<br>19 Manufacturers |

# In summary, when your requirement arises…

**Call our Customer Supply Center at: 800-525-8027 o**
**Fax 800-856-7057**

**Order/Browse directly from GSA*Advantage!***

***Schedules E-Library or E-Buy***

**For purchases from a Schedule vendor…**

- **Under $2,500 – select the Schedule vendor of your choice**
- **Over $2,500 - review at least 3 Schedule vendors' price for best value (Provide "market research" info to Contracting**

- **Be sure to identify yourself as a Federal customer qualifying for the GSA contract price**

# Where to Find e-Buy?

- **Access e-Buy through GSA *Advantage*! at www.gsa*advantage*.gov**
- **Register with a User ID and Password or market research with a valid government e-mail address**
- **A payment method is not required to establish a User ID & Password**
- **If already registered, login to GSA *Advantage!* with your existing User ID and Password**
- **Select the "e-Buy" link at the top of the page**

# What e-Buy is not…

- **A Request for Proposal (RFP) system**
- **A reverse auction (prices are not shown)**
- **Not intended for small or routine procurements**
- **A substitute for FedBizOpps**

- **e-Buy is also not…..**

eBay®
The World's Online Marketplace™

What are you looking for? [ ] Find It
Smart Search

Welcome New Users buying tips | selling tips | register now

Community Tribute to the Astronauts

## Specialty Sites

eBay Motors
eBay Stores
Half.com by eBay
PayPal
Sothebys.com

## Categories

Antiques | Art | Books
Business & Industrial
Cars & Other Vehicles
Cars | Motorcycles | Parts | more
Clothing & Accessories
Coins | Collectibles
Dolls & Bears
Electronics & Computers
Computers & Office | Consumer Electronics | Networking | PDAs
Photo | Video Games | more
Home
Baby | Home Decor | Lawn & Garden | Kitchen | Pet Supplies
Tools | more
Jewelry & Watches
Movies & DVDs | Music
Musical Instruments
Pottery & Glass
Real Estate
Sports
Fan Shop | Memorabilia

# Top Valentine Picks

No bidding required, use Buy It Now.

**Gifts for Family**
Camping Gear
Camcorders
Vacation Rentals
Theme Park Tickets

**Luxury Gifts**
BMWs
Prada Handbags
Ocean Front Timeshares
Bose Home Theater Systems

**Gifts for Pets**
Dog Beds
Cat Furniture
Dog & Cat Toys
Aquariums

**Gifts for Singles**
Motorcycles
Palm PDAs
Beauty Gift Sets
Dating Books on Half.com

More Great Gifts

More gift ideas...
Jewelry & Watches
For Him
For Her
For Kids
For Fun
More Great Gifts

Log off * Prepare * My RFQs * Profile *e-Buy Home

GSA Advantage! Home

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...Working for the U.S. Government

**Step 1, you must first select a product/service category which describes your requirements.**

## Step 1. Assign Category & Select Vendors

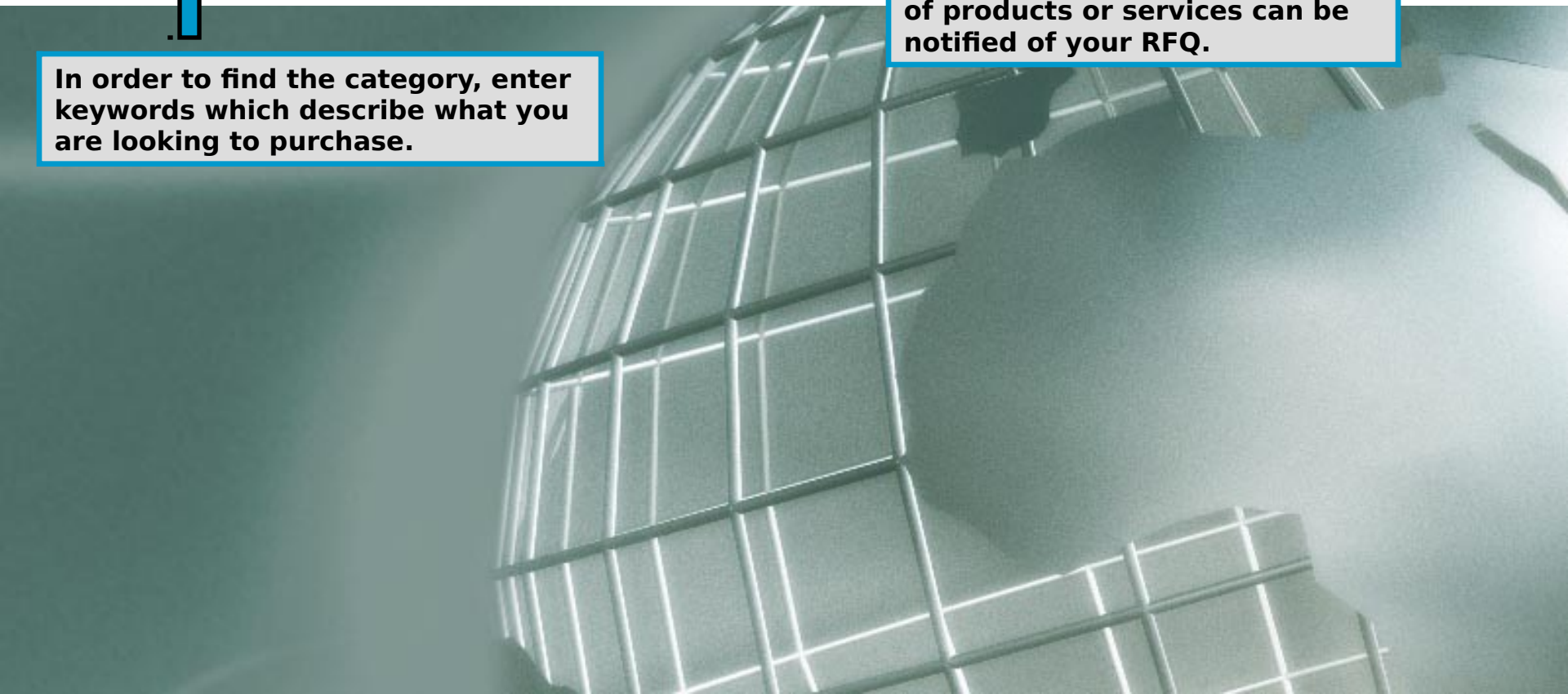
**Instructions:** First, you must find vendors who supply the products/services you are looking for. This is done by assigning the category(s) that best describe your requirements. To do this, simply enter keywords which describe what you are looking for in the "Search" box. The search results will provide the categories that meet your search criteria. The category you select will determine which vendors will be notified of your RFQ. For a complete listing of schedule categories, click on "View Federal Supply Schedule Listing".

Search: guard services | all the words | Go!

View Federal Supply Schedule Listing

**A category must be selected so vendors whom supply that line of products or services can be notified of your RFQ.**

**In order to find the category, enter keywords which describe what you are looking to purchase.**



GSA Advantage! e-Buy

# Evaluating e-Buy Quotes

1. A “Best Value” purchase decision should be made based on price and other factors.
2. Please review all quotes within 15 days after the RFQ has closed.
3. As a courtesy to the vendors, make sure to evaluate each quote submitted.
4. By receiving a quote, you are not obligated to make a purchase. However, if you select “Accept This Quote”, you must submit an order.
5. After a quote is “Awarded”, you may generate a purchase order in e-Buy or create one through your own internal system.
6. A Government Purchase Card is the only method of payment accepted for orders placed on e-Buy. If you do not have a card, you may create a purchase order on your own.

# Pop Quiz!

**What is “Best Value?”**

Whatever is most important to your agency/organization. (i.e.- technical solution, delivery, past performance, etc.)

**What is the GSA website address for Advantage?**

www.gsaadvantage.gov

***True/False:*** **You had fun <u>AND</u> learned something this session.**

True, of course!

***Arleen Kinder***
**Customer Service Director,**
**Federal Supply Service**
**Call for Advantage/E-Buy**

**(719) 333-6390**

**Arleen.Kinder@gsa.gov**